

NEW BEP TRAINING PROGRAM Overview

SIX (6) MONTH FORMAT

Training will be conducted in three 8 week semesters

First Trimester (Classroom Instruction only no hands on or OJT)

Training will be conducted by BEP trainer at the BEP office or other selected facility. The trainer will be part of the BEP staff. All certified courses and test will be given by the BEP trainer.

Week 1	Introduction to Management – Supervision NRA Certified Course
Week 2	Operational Finance Management
Week 3	Sanitation Hygiene & Safety (NRA Serve-Safe)
Week 4	Human Resources and Training (NRA Principles of Food Labor Cost Control)
Week 5	Food Service and Customer Service
Week 6	Marketing
Week 7	Vending (BEP support and training)
Week 8	Controls (BEP Financial Services & APOC Orientation)

Second Trimester: (Basically O.J.T to reinforce classroom instruction)

This training will be done at a selected facility with the participation of the BEP operator. The trainer will need to certify the operator so that they will know what to cover with trainee. Follow up documentation will be completed by the operator. The BEP Operator will be compensated for this activity on a weekly basis.

Week 1	Dishwashing and clean up.
Weeks 2, 3	Prep cook
Weeks 4, 5	Cashiering and cash handling
Weeks 6, 7	Front house control and problem solving
Week 8	Inventory control

Third Trimester: OJT training to give trainee experience and responsibility in various aspects of managing operation.

Trainee will be assigned responsibility for various areas under supervision of facility operator. Areas are:

1. Marketing plans.
2. Cash Controls
3. Working with employee and establishing working policies.
4. Monthly Reports
5. Payroll
6. General supervision of facility

This training will be done at a selected facility with the participation of the BEP operator. The BEP Operator will be compensated for this activity on a weekly basis.

Shorten time required is good.

Using existing operators if possible

Testing out process needs to be considered and developed.

Incorporate changes into nine step policy.

Open entry/open exit.....yes

Can order of trimesters change?

Pilot Program